DEPARTMENT OF DEVELOPMENT SERVICES
RECORDS OFFICE
REQUEST FOR COPIES ON COMPACT DISK

Request by: _____

Requestor's Address: _____

Requestor's Phone#: _____

Request Date: _____

FEE PAID WITH:

CASH: _____

CHECK#: _____

HTE# Or Map Room#	PROJECT NAME	PROJECT TYPE	# OF PAGES

Total number of "Project Types" _____ X $1.00 = $ _____

Number of disc _____ X $50.00 = $ _____

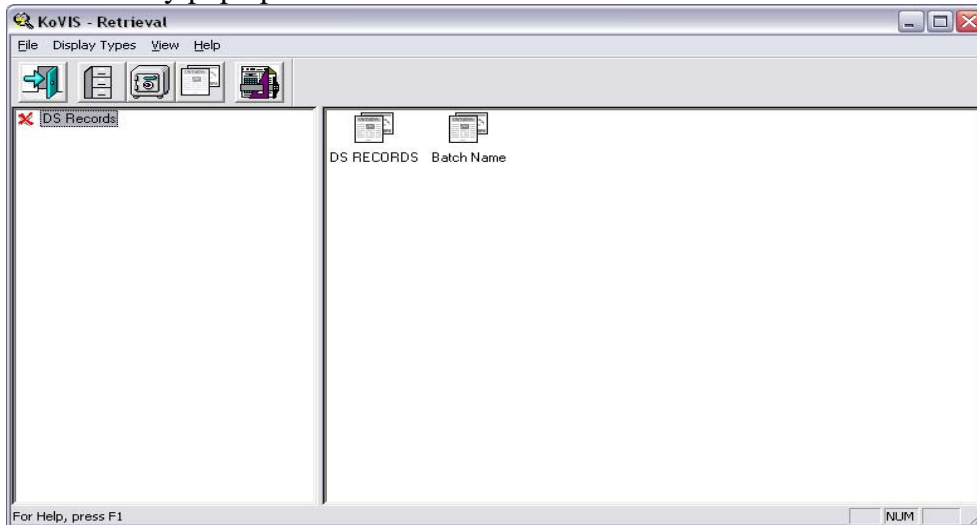Total cost of copies = $ _____

Individual that picked up CD:

Signature: _____   **Date:** _____

4701 W. Russell Road, Las Vegas, NV 89188
(702) 455-3000 * Fax: (702) 382-3566

03/11

Instructions to open File360 Retrieval Software on CD's or DVD's
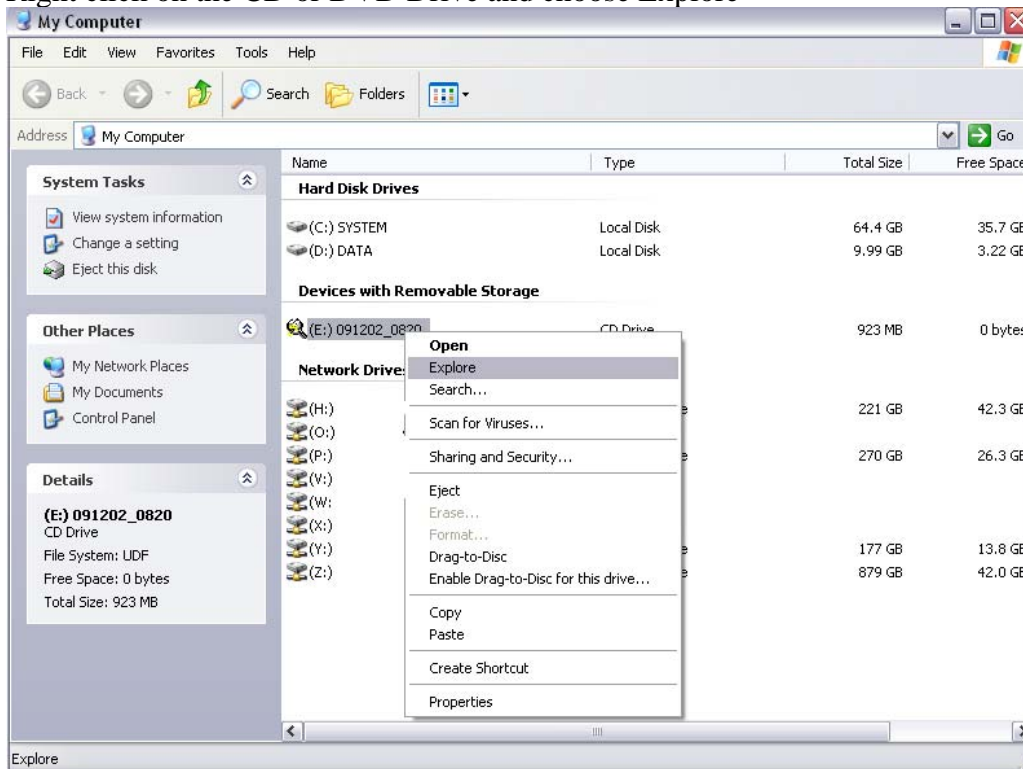
When you insert the CD or DVD into your computer the following window should automatically pop up:
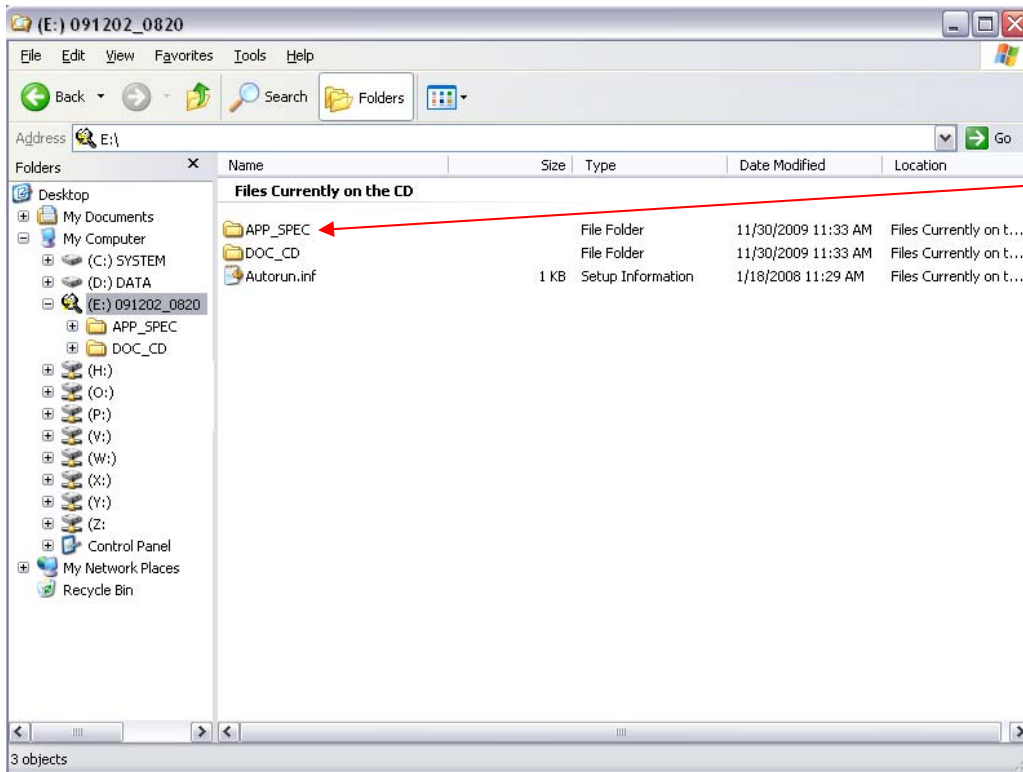

If this window pops up go to page 3 and follow instructions from there. If it doesn't open automatically, follow the instructions below:
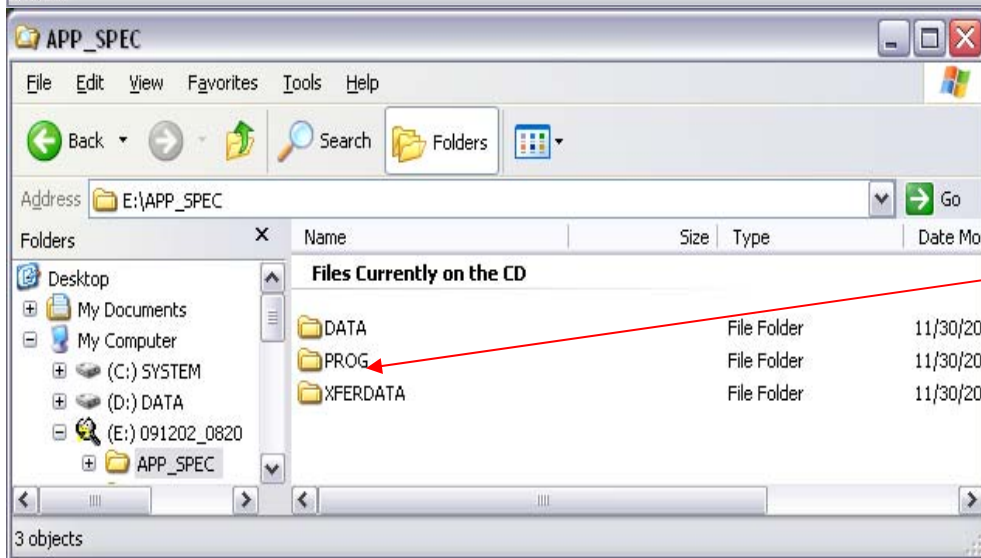
Open My Computer
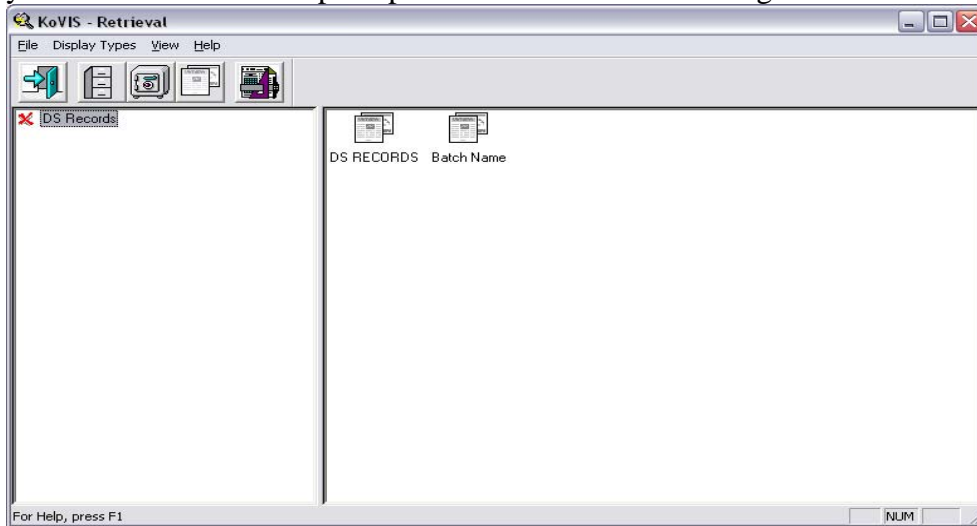Right click on the CD or DVD Drive and choose Explore

Double click on APP_SPEC

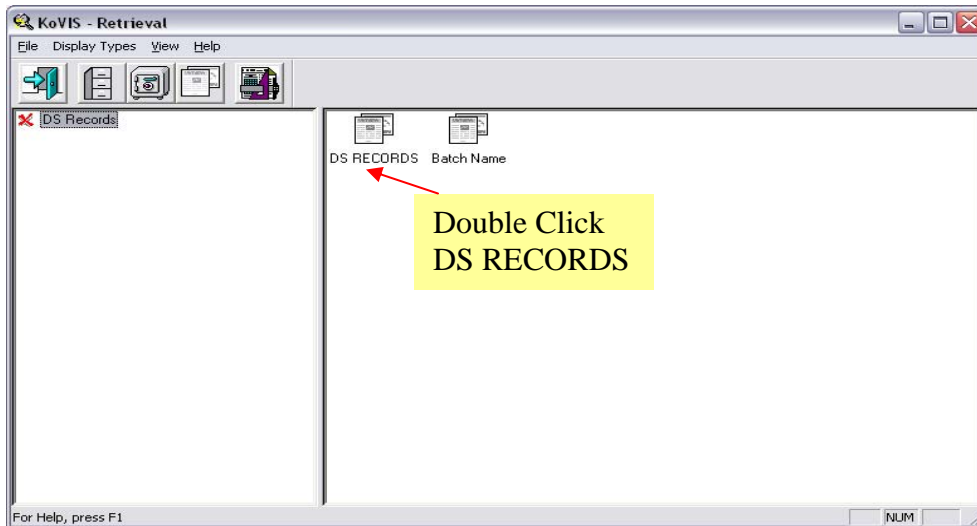Double Click on PROG

Double Click on epretcd.exe

Once you double click on **epretcd.exe** the Retrieval program will open automatically and you will see a window open up that looks like the following:

Viewing Instructions using KoVIS Retrieval

You will double click on the icon on the right pane of the window that says DS RECORDS:
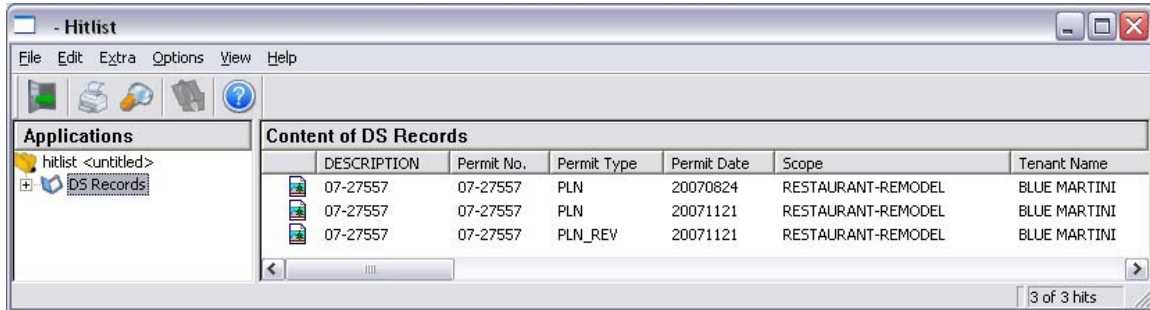

The Retrieval screen will appear:

Press the Enter button and everything that is on the CD or DVD will come up in the Hitlist Window:

To view one of these documents, double click the one you want to view, and the images will come up in the Image View window:

<mark>Viewing Tips</mark>

*Click the down arrow on the scroll bar to advance through the record, page by page.

*Slide the scroll bar down to advance more than one page at a time

*Use the mouse to drag and draw a box around the area in which you wish to zoom in

*Press the "fit page" (box with 4 arrows) button on the tool bar in order to fill the viewing screen with the entire image

*Use the Print Window option in the File drop-down menu to print the portion of the image displayed in the viewer. Use the Print Image option in the File drop-down menu to print the entire page (even those portions not showing) displayed in the viewer

*Right click on one of the thumbnails displayed on the left side of the screen and select Print Document. This will give you a print window with the option of selecting a printer, page size, and orientation, which pages to print, how many copies, etc…

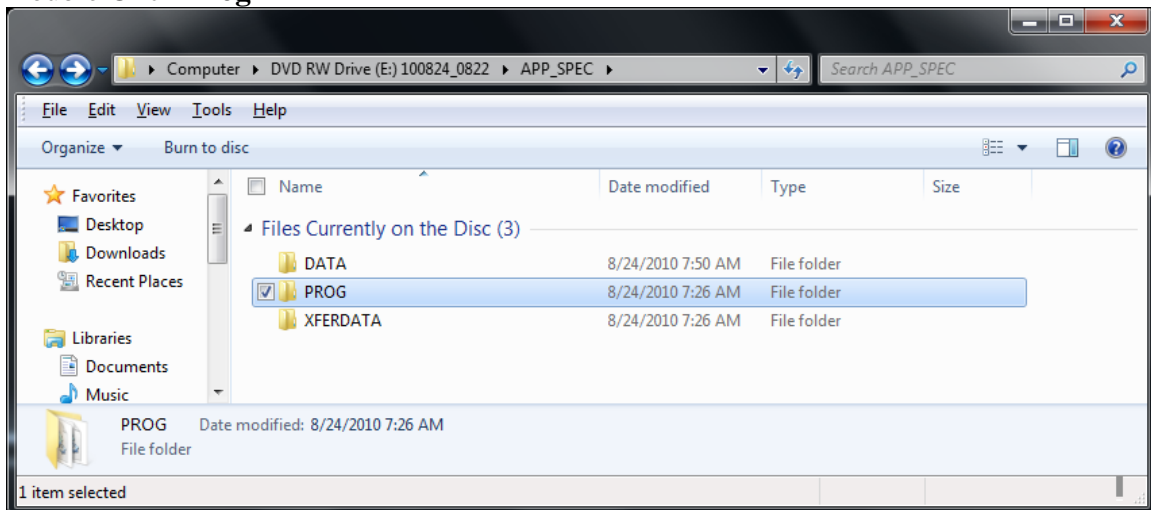*Experiment with the other buttons and menus if you want to try something not listed above. You can't break it.

*Call the Clark County Development Services Records Office at (702) 455-4605 if you have any questions.

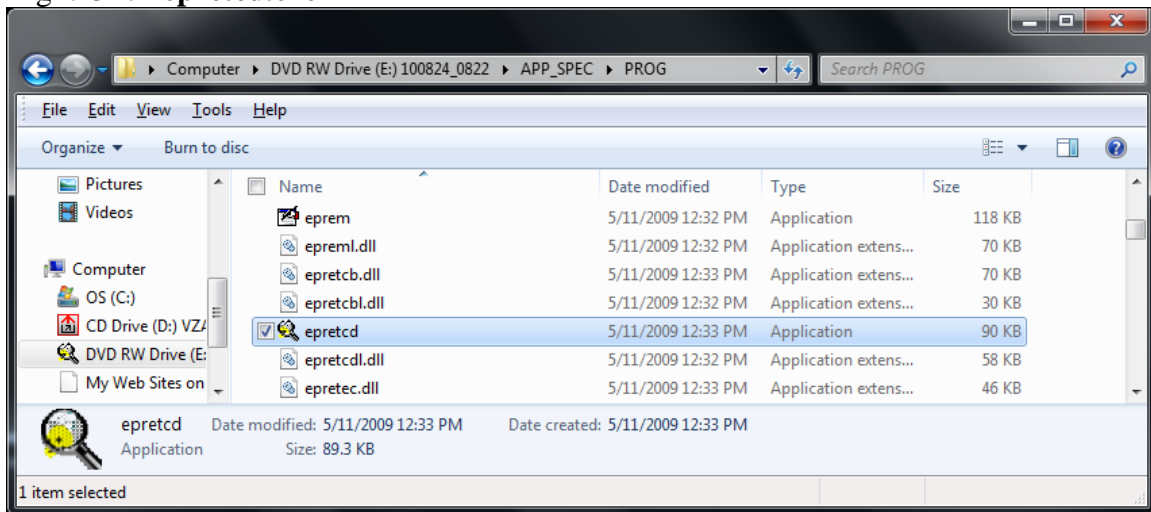**Opening a File360 CD or DVD using Windows 7**
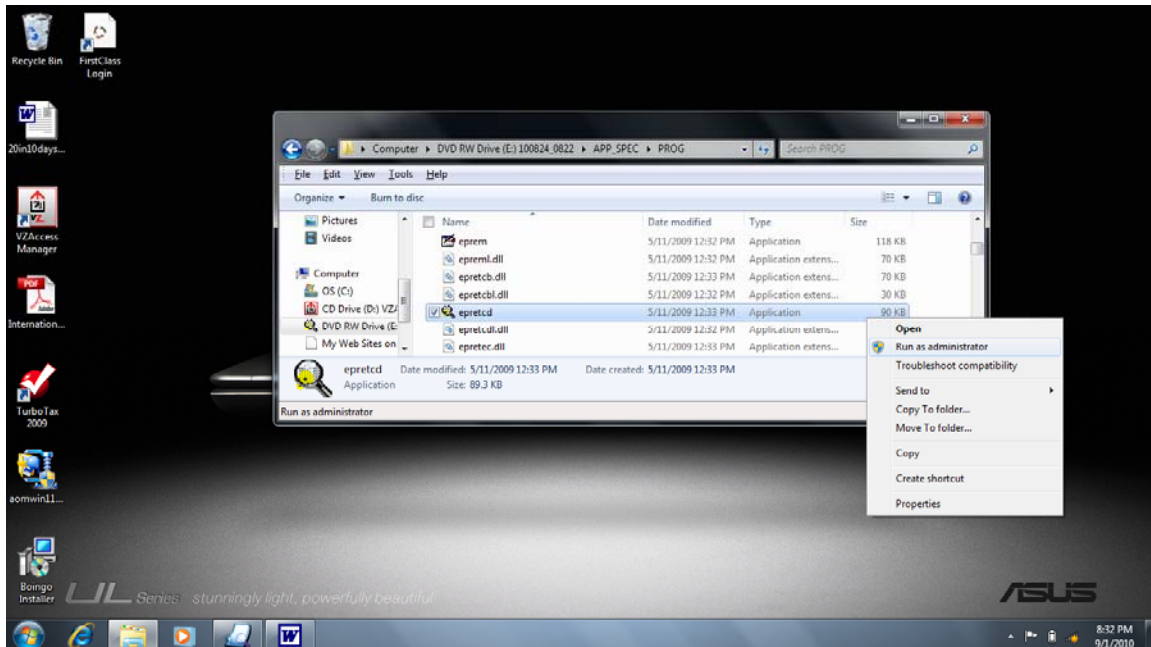
Open My Computer
Choose the CD/DVD Drive
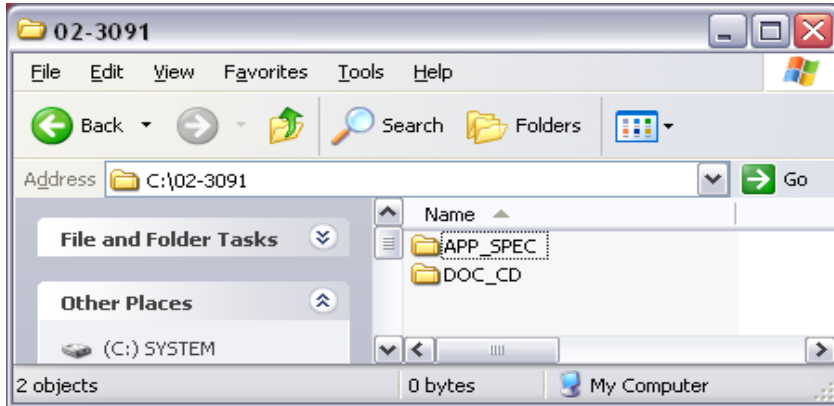
Double Click **App-Spec**
Double Click **Prog**

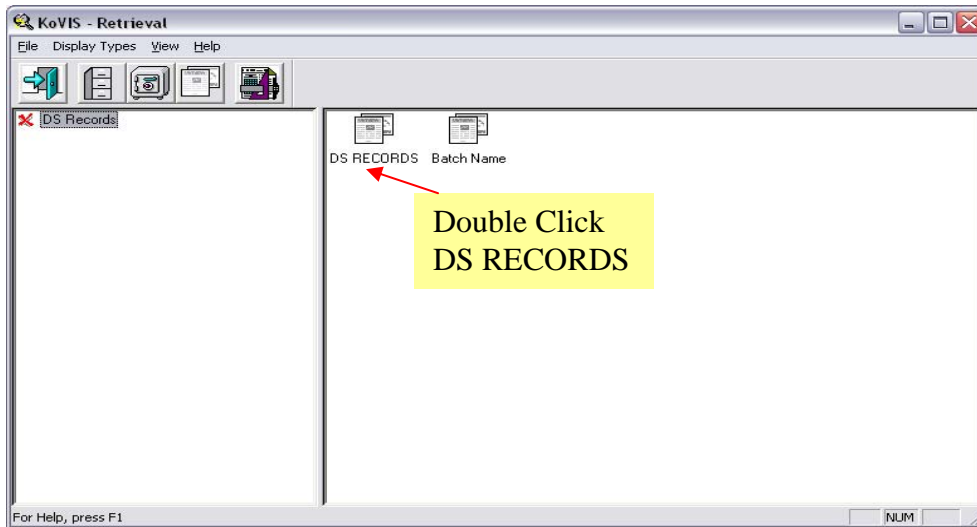Right Click **epretcd.exe**

Select **Run as administrator**

A User Account Control: window pops up and asks:
Do you want to allow the following Program to make changes to this computer, click **Yes**

Viewing Instructions using File360 Retrieval

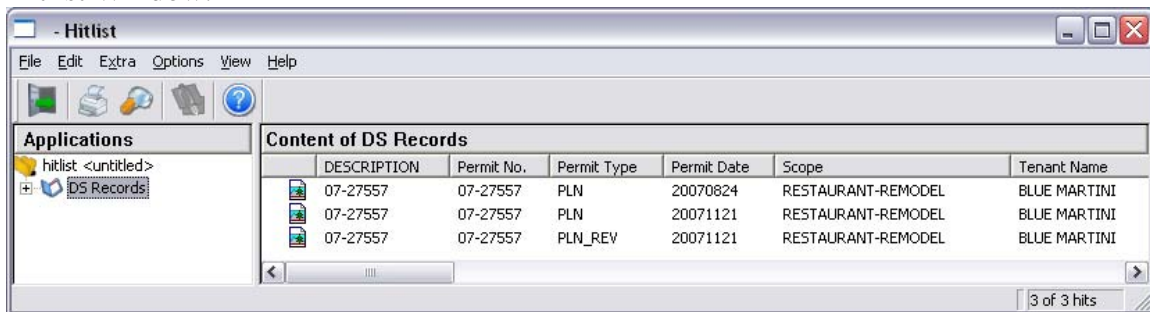You will double click on the icon on the right pane of the window that says DS RECORDS:

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